

Archival Review Board
July 18, 2018, 11:00 a.m.
(via telephone conference call)
Meeting Minutes

Participating: Member Katherine Cocklin attended the meeting with Commissioner Pauline Toole, Assistant Commissioner Kenneth Cobb, and Municipal Archives Director Sylvia Kollar. Member Richard Lieberman joined the meeting via conference call. Members Yasmin Ramirez and Christopher Moore were not able to participate in the meeting.

Agenda Item 1: Review and adopt minutes:

Commissioner Pauline Toole asked if there were any questions or comments regarding the May 9, 2018, Archival Review Board meeting minutes. None were voiced. She asked for a motion to approve the minutes of the May 9, 2018 meeting. Katherine Cocklin moved to approve the minutes. The motion was approved.

Agenda Item 2: Possible merger of ARB and Archives Reference and Research Advisory Board (ARRAB):

Commissioner Toole remarked that the Charter Revision Commission had solicited agency commissioners for suggested amendments. She submitted a proposal to combine the ARB and the ARRAB. The 15-member ARRAB was part of the enabling legislation that created DORIS in 1977. It remained an active board until the early 2000s when it became difficult to recruit new members. The ARRAB was recently re-activated and conducted their first meeting last year. The ARB had been established by the City Council in response to former Mayor Giuliani's decision to send his records to a private company for processing.

Commissioner Toole suggested in merging the new Board would retain the appointment structure of the ARB, proposing that the Mayor would have four appointments, plus the DORIS Commissioner, and the Council Speaker would have three; the four-year term would be retained.

Commissioner Toole said that this proposal had been presented to the AARAB; they asked for the response from the ARB.

Professor Lieberman said the Commissioner's summary was good; he suggested that there should be an historian on the new board and added that it would be good to recognize both types of historian—the academic and the public historian.

Ms. Cocklin asked how many of the 15 current AARAB members would transition to the new board and if this proposal had been discussed with the Mayor's Appointments office.

Commissioner Toole said that having quarterly meetings was challenging and suggested a trimester schedule would be better.

Ms. Cocklin added that the annual "report" would need to be expanded.

Professor Lieberman added that he thought it never made sense to have two boards.

Commissioner Toole completed the discussion by saying she would summarize these comments for the AARAB.

Agenda Item 3 - 2017 Annual Report

Commissioner Toole said that as soon as the report is finished a draft will be circulated to the Board members for comments.

Katherine Cocklin suggested that definitions of terms such as appraisal, disposal, etc. would be helpful.

Commissioner Toole said that the report would identify “legacy” collections that had been in the Archives’ possession for many years, but had never been formally accessioned; one example was the Brooklyn Bridge drawings,

Agenda Item 4 - Archives Processing Projects Update

-NEH-funded Health Commissioner Project

Ms. Kollar said that the project had been extended through February 2019.

-NY State-funded (LGRMIF) Map Inventory Project

Ms. Kollar reported that the project was completed on June 30 and that the two-member team identified 46,774 maps during the survey.

-Intellectual Control Activities: ArchivesSpace and EAD finding aids

Ms. Kollar said that finding aids for all mayoral collections up through Mayor O’Dwyer (1945-1950) had been edited for entry into ArchivesSpace by December.

Commissioner Toole asked if there any further questions or comments. Professor Lieberman suggested that promoting the NEH- Health Commissioners records project, particularly the AIDS-related documents would be good for the upcoming Stonewall 50th anniversary. Commissioner Toole mentioned that the Archives’ Handschu exhibition included three clips from the NYPD film footage collection related to the Gay-rights movement ca. 1970,

Agenda Item 5 -Set Next Meeting Date/Time

Professor Lieberman suggested the last week in September, but not September 25.

The meeting was adjourned and the call concluded at 11:20 a.m.